



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

AMSAC-EO (690-600(a))

20 December 2006

MEMORANDUM FOR SEE DISTRIBUTUION

SUBJECT: Policy Letter-Equal Opportunity (EO) and Sexual Harassment Complaint System

1. Reference AR 600-20, Army Command Policy, 1 February 2006, and the Army Human Relations Action Plan.
2. The EO complaints processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, national origin, color, gender, and/or religious affiliations, or sexual harassment. All Soldiers, Department of the Army (DA) Civilians, and family members must understand complaints will be taken seriously and addressed in a prompt, professional manner. Any acts of reprisal, or attempts to suppress a complaint will not be tolerated. Any commander or agency receiving an EO complaint will immediately contact their unit EO Advisor for assistance.
3. Informal Complaints: An informal complaint is any complaint that a Soldier, family member, or DA civilian does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion and clarification of the issues. An informal complaint is not subject to time suspense, nor is it reportable. However, anyone working on the resolution of an informal complaint should prepare a Memorandum for Record (MFR) to assist in the identification of Command climate issues.
4. Formal Complaints: A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken pursuant to AR 600-20. A brief summary of all formal EO complaints will be provided to me within 72 hours of receipt.
5. Should a Soldier, civilian employee, or family member believe that they are a victim of discrimination or sexual harassment, they should immediately present their concerns to their chain of command for resolution. The processing of complaints through the unit chain of command helps to ensure proper investigation and resolution.

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6. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to resolve complaints. Should the complainant feel uncomfortable in filing a complaint with the unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution. These include the Office of the Staff Judge Advocate, the Provost Marshal and the Inspector General. A complainant may also contact the Equal Opportunity Office at DSN 656-2389, or commercial 703-806-2389. Each of these agencies provide expertise in very specific subject areas. Commanders and leaders will not preclude Soldiers from using these channels in accordance with the procedures inherent or established by these agencies.



CLINTON T. ANDERSON

Brigadier General, USA

Commanding